

**HBO ACADEMY**

# **Additional Terms and Conditions**

**2023/ 2024**

**HBO Academy is a member of the NRTO (Dutch Council for Training and Education) and holds the NRTO quality assurance label. The general terms and conditions used by HBO Academy are the terms and conditions established by the NRTO.**

If you enroll in an undergraduate Bachelor's or Associate degree programme at the HBO Academy, you must agree to the additional enrollment conditions below. These prevail over the General Terms and Conditions of the NRTO.

1. You register for a degree programme via an application form. You will only be enrolled if you meet the admission requirements. HBO Academy will convert a registration into a definitive enrollment after an intake has taken place with a positive decision to participate.
2. You declare that you will meet the financial obligations of the tuition fees and other costs. If not paid before the due date or insufficiently paid, the claim will be irrevocably handed over. All collection costs will be borne by the student. If the student does not meet the financial obligations, access to the programme will be denied.
3. HBO Academy invoices per academic year.
4. Not attending the programme, etc., does not entitle you to any reduction in tuition fees.
5. If, after registration, you choose not to participate in the programme, you must notify us in writing via email to [info@hbo-academy.nl](mailto:info@hbo-academy.nl). The date of cancellation (termination) is the date of the email. Any registration fees will not be credited. For cancellations after July 1 up to two weeks before the start, the NRTO terms apply. For cancellations from two weeks before the start or early termination, we use payment per agreed installment. The installments, depending on the programme you are enrolled in, are:
  - 01-09 | 01-12 | 01-03 | 01-06 for September start.
  - 01-02 | 01-05 for February start.
6. For an extended enrollment period for a bachelor's programme:
  - From the 5th school year onwards, the student will pay from the start of the new academic year only for the period (expressed in months) needed to successfully complete the programme.
  - For a September start: This calculation starts the academic year in September and ends on July 1 (10 months).
  - For a January start: This calculation starts the academic year on January 1 and ends on January 1 (10 months). (July and August are not counted). For each month the student is enrolled, the costs are 1/10th of the annual tuition fee. If a student wishes to be unenrolled earlier, the arrangement ends the month following the month in which the student submitted a written unenrollment request via [info@hbo-academy.nl](mailto:info@hbo-academy.nl).
7. For an extended enrollment period for an associate degree or two-year Bachelor-level programme:
  - From the 3rd school year, the student will pay from the start of the new academic year only for the period (expressed in months) needed to successfully complete the programme.
  - For a September start: This calculation starts the academic year on September 1 and ends on July 1 (10 months).
  - For a January start: This calculation starts the academic year on January 1 and ends on January 1 (10 months). (July and August are not counted). For each month the student is enrolled, the costs are 1/10th of the annual tuition fee. If a student wishes to be unenrolled earlier, the arrangement ends

the month following the month in which the student submitted a written unenrollment request via [info@hbo-academy.nl](mailto:info@hbo-academy.nl).

8. We will renew your enrollment annually until the programme is successfully completed. Invoicing is done per academic year.

9. If a candidate fails for an exam and wishes to leave the programme as a result, the provisions of article 2 also apply.

10. The student will receive a confirmation after registration. Registration is on a first-come, first-served basis. The study agreement starts from the moment the student receives notification of definitive enrollment.

11. The mutual rights and obligations end once the agreement is dissolved. Obligations from before the dissolution remain in force.

12. The tuition fee can be adjusted each year, as can the registration fee and administration costs for installment payments.

13. By registering you agree with the enrolment conditions and the amount of the tuition fee as stated.